

KAYSVILLE CITY COUNCIL  
MARCH 31, 2016

Minutes of a regular meeting of the Kaysville City Council held MARCH 31, 2016 at 7:00 p.m. in the City Council Chambers of the Kaysville City Municipal Center.

Council Members present: Mayor Steve Hiatt, Susan Lee, Chris Snell, Larry Page, David Adams (via tele-conference) and Jake Garn.

Others present: City Manager John Thacker, Finance Director Dean Storey, Engineer Andy Thompson, Zoning Administrator Lyle Gibson, City Recorder Maria Devereux, Lorene Kamalu, Beth Rhoads, Katie Witt, Sarah Galeboloke, Erin Johnson, Gregory Frank, Carole Walker, Vance Garfield, Ellen Payne, Clay Allen, Kay Allen, Marc Robinson, and David E. Robinson.

**VOLUNTEER OF THE MONTH RECOGNITION**

Council Member Snell recognized Beth Rhoads as the Volunteer of the Month. She was praised for providing hours of selfless work within the community. She was presented with a plaque as a token of appreciation.

Mayor Hiatt praised her efforts and extended his appreciation.

**PARKING ON 225 EAST STREET**

This item was cancelled.

**DISCUSSION OF WAYS TO IMPROVE RELATIONS WITH SMALL BUSINESSES  
AND THE INFORMATION GIVEN TO CONSUMERS**

Erin Johnson with Comeshop, LLC, explained the importance of improving relations with small businesses. She encouraged the City to contribute to the increase in sales and growth of small businesses within the City by creating a plan to encourage sustainable growth. She encouraged the City Council to learn more about small businesses in Kaysville and asked for feedback.

Council Member Garn referred to the Play Unplugged Program and he explained Grab Badges and how the City is trying to bring awareness of City businesses as well as promote community involvement.

Council Member Lee complimented Erin Johnson for being proactive and offered her assistance. She praised her creativity and suggested the City may promote businesses in the City newsletter.

Erin Johnson thanked the City Council.

**CALL TO THE PUBLIC**

Gregory Frank suggested the City Council change the format of the Council meetings to allow the public to ask questions on agenda items before the final vote.

Lorene Kamalu suggested a way to help small businesses. She stated that there will be a Guest Speaker on Thursday, April 14, 2016. The Speaker will show businesses how to have a stronger online presence with marketing. She hopes this Speaker series will be ongoing and that business owners will continue to participate.

Mayor Hiatt stated that he and the City Council will consider taking questions and will try to incorporate a time for questions into the meeting.

In regard to the Guest Speaker, Mayor Hiatt noted the benefit to businesses. He suggested the City can email the event information to the business owners and that Council Member Lee can assist her with that process.

**REZONE OF 4.05 ACRES OF PROPERTY AT APPROXIMATELY 880 SOUTH SUNSET DRIVE FROM A-1 TO R-1-LD.**

Andy Thompson explained the need to rezone the property to accommodate a six (6) lot single family development on a cul-de-sac street. The property is surrounded by A-1 (light agriculture) zoning to the north where the Jr. High and Elementary schools are located. The existing zoning on most of Sunset Equestrian Estates to the south is residential agriculture. He explained that staff has reviewed the request and finds the preliminary plat to be compliant with the requested zoning.

Council Member Snell made a motion to adopt Ordinance No.16-3-1, rezoning 4.05 acres of property at approximately 880 S Sunset Dr. from A-1 to R-1-LD, second by Council Member Lee.

The vote on the motion was as follows:

Council Member Snell, yea  
Council Member Page, yea  
Council Member Adams, yea  
Council Member Lee, yea  
Council Member Garn, yea

The motion passed unanimously.

**SUNSET EQUESTRIAN ESTATES PHASE 19 SUBDIVISION PRELIMINARY PLAT**

Council Member Page made a motion to approve Sunset Equestrian Estates Phase 19 Subdivision preliminary plat at approximately 880 South Sunset Drive, consisting of six lots on a cul-de-sac street, second by Council Member Lee.

The vote on the motion was as follows:

Council Member Snell, yea  
Council Member Page, yea  
Council Member Adams, yea  
Council Member Lee, yea  
Council Member Garn, yea

The motion passed unanimously.

**COUNCIL MEMBER REPORTS**

- Council Member Snell provided a list of 4<sup>th</sup> of July events with dates, times, activities and contact information.

- Council Member Snell provided a list of community events for 2016. He noted the Parks Dept. is planting trees and taking donations for more trees to be planted.
- Mayor Hiatt explained that the City Council meetings are being recorded and being streamed live via YouTube and noted the recordings are being broadcast on the internet. The City has now set up Kaysville Live.com. He commented that Ryan Judd, the City's IT Administrator, is knowledgeable about YouTube and is presenting at the ULCT conference. He noted that the City made an initial \$2500 investment for the camera. He expressed his appreciation to Ryan Judd for his hard work.
- Mayor Hiatt explained the City Manager interview process; the top three individuals will be called in for an interview. He suggested the Council submit questions to ask the candidates. He proposed one hour interviews with each of the candidates. The Council agreed to hold the interviews on Wednesday, April 13, 2016 at 5:30 p.m., 6:45 p.m., and 8:00 p.m. He will make the candidates aware of the date.
- Council Member Snell noted that Utah State University Botanical Center is holding Baby Animal Days, on May 6<sup>th</sup> and May 7<sup>th</sup>.
- Council Member Lee discussed document retention. She stated the City should stop shredding of documents for a minimum of six months. Dean Storey noted that a document management system is in the budget, easier for retention since it takes up less space.

Mayor Hiatt noted that if it is the consensus of the council to retain documents following the retention schedule, plus six months, the council could agree to support that.

Council Member Lee made a motion that a hold be placed on shredding any documents within the City for a six month period, and after that time the City can continue with their procedures already in place, second by Council Member Page.

The vote on the motion was as follows:

Council Member Snell, yea  
 Council Member Page, yea  
 Council Member Adams, yea  
 Council Member Lee, yea  
 Council Member Garn, yea

The motion passed unanimously.

Council Member Adams stated that paperwork should be aligned with specific projects.

Council Member Lee stated that requests for a large volume of documents should be presented through the Council and given to the City Manager.

Council Member Lee made a motion to give approval for Council Member Adams to make a request for information to John Thacker that will be complied with, second by Council Member Page.

Council Member Garn noted that he cannot support the motion as presented. He is concerned with the volume of requests, the time frame given to request documents and what their purpose

is. The City Council has received a list from Council Member Adams but doesn't understand what the purpose of the list is. He is hesitant to give one Council Member carte blanche. If requests are voluminous, he suggests the requests come before the Council to discuss.

Council Member Adams stated that he is working on updating the Procurement Policy, he needs additional information in regard to past transactions to accurately update the document.

Council Member Snell noted that he would like requests from City personnel to be easily forthcoming. He noted that requests take time and voluminous requests have been made. He stated that City staff have had to dedicate personnel to make copies and research the many requests. He noted the request from City staff is that the Council make the request rather than only one Council member. He feels this is a legitimate request from staff.

Council Member Adams stated that he received a letter from the head of Public Works denying all requests for documentation.

Council Member Snell stated that is a mischaracterization of the letter from the Department head of Public Works. It was not a denial for documentation, but the Council should consider any excessive or cumbersome requests go through the Council and the Public Works will comply.

Council Member Garn stated that in regard to voluminous requests, the Council needs to be advised of the purpose of the documents.

Council Member Lee made a substitute motion that the City Council gives authorization to the City Manager to research the original list of documents that Council Member Adams requested, second by Council Member Page.

The vote on the motion was as follows:

Council Member Snell, nay  
 Council Member Lee, yea  
 Council Member Page, yea  
 Council Member Adams, yea  
 Council Member Garn, nay

The motion passed three (3) to two (2).

Council Member Lee made a motion that any request for information that is determined to take two (2) hours or more to research and prepare needs to go to the City Council, through the City Manager, second by Council Member Garn.

The vote on the motion was as follows:

Council Member Snell, yea  
 Council Member Lee, yea  
 Council Member Page, yea  
 Council Member Adams, yea  
 Council Member Garn, yea

The motion passed unanimously.

**CLAIMS**

Council Member page made a motion approving the claims in the amount of \$841,000.53 with the exception of claim No. 5383 which would be paid in the amount of \$1000.00, second by Council Member Lee.

After a lengthy discussion, Council Member Snell made a substitute motion to pay the claims except Claim No. 5383, second by Council Member Garn.

The vote on the substitute motion was as follows:

Council Member Snell, yea  
Council Member Lee, nay  
Council Member Page, yea  
Council Member Adams, nay  
Council Member Garn, yea

The motion passed three (3) to two (2).

Council Member Adams made a motion to not pay King and King, Attorney, second by Council Member Lee.

Council Member Snell noted that there are no payments to King and King on the current set of claims.

Council Member Adams withdrew the motion.

**CALENDAR**

Mayor Hiatt noted that Wednesday, April 13, 2016 are City Manager interviews.

Mayor Hiatt stated that the next Council meeting will be held on Thursday, April 21, 2016.

Council Member Garn made a motion for adjournment at 9:20 p.m., second by Council Member Snell and passed unanimously.